

2020 Teacher of the Year Application Information

Wyoming Teacher of the Year

Teacher of the Year Program

The Teacher of the Year (TOY) Program recognizes the contributions of a certified classroom teacher in pre-kindergarten through grade twelve. There are three awards for which a teacher may be eligible:

- **District** Teacher of the Year (DTOY)
- **Wyoming** Teacher of the Year (WTOY)
- **National** Teacher of the Year (NTOY)

Each DTOY awardee is eligible to be considered for the WTOY award. Candidates wishing to be considered for both the DTOY and WTOY awards must complete this application in its entirety.

IMPORTANT: The TOY application is used in the selection of the WTOY and NTOY. The DTOY candidate must complete the electronic application and submit it to the Wyoming Department of Education (WDE) no later than **Friday, June 14, 2019**. Upon receipt of this application, the DTOY will be considered for the WTOY.

DTOY Selection Process

Each school district determines its own nomination and review process. Teachers can be nominated from each school in the district, or districts may choose to nominate teachers from one small, one medium, and one large school within the district. The method for selecting candidates is determined by the district, and teachers can be nominated by parents, students, colleagues, principals, and so on. The DTOY review committee may consist of building principals, district superintendents, colleagues, student organizations, building staff/faculty, general public, and local legislators (relatives of the DTOY candidates should be excluded from the review process).

Districts are no longer required to submit their DTOY selection process to the WDE.

DTOY applicants **must** submit their own application to the WDE no later than **Friday, June 14, 2019**. Only the application for the DTOY awardee should be submitted to the WDE. Only one (1) application per district will be accepted.

The DTOY awardees from each district will be considered for the WTOY award. Additionally, the WTOY awardee will be considered for the NTOY award. The timeline and selection process for the WTOY and NTOY awards is detailed in this application information packet.

Duties & Responsibilities of the WTOY

The successful candidate who serves as the Wyoming Teacher of the Year must maintain his/her current employment position. If the WTOY is selected as the National Teacher of the

2020 Teacher of the Year Application Information

Year, they will be released from classroom responsibilities during the year of national recognition. Being named Wyoming Teacher of the Year comes with the significant responsibility of representing the entire teaching profession in Wyoming.

The WTOY acts as:

- A liaison between the teaching community, Wyoming Legislature, WDE, districts and communities.
- An education ambassador to businesses, parents, service organizations, and media.
- A resource on the state of the profession; to be available for workshops and conferences across the state.
- An education leader involved in teacher forums and education reform.

The WTOY is expected to attend both state and national events such as education meetings, conferences, and workshops. Since the WTOY will be requested to attend many events and make presentations and speeches during the year, they must be poised, articulate, and have the energy to withstand a busy schedule.

The WTOY automatically becomes the nominee for the **NTOY Program**, which is a project of the [Council of Chief State School Officers](#).

Selection Criteria for WTOY

A candidate for WTOY is a **DTOY** who teaches pre-kindergarten through grade twelve, who is planning to continue in an active teaching status.

The candidate for WTOY has the respect and admiration of their colleagues and:

1. is an expert in their field who guides students of all backgrounds and abilities to achieve excellence,
2. collaborates with colleagues, students, and families to create a school culture of respect and success,
3. deliberately connects the classroom and key stakeholders to foster a strong community at large,
4. demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning, and
5. expresses themselves in an engaging and articulate way.

Contents of a Complete Application

Districts may submit one (1) DTOY to be considered for the WTOY award. The DTOY must submit their complete electronic* application to the WDE by the deadline.

The following items must be submitted electronically* to the WDE by the deadline:

- Section 1: Teacher Information
- Section 2: District Information

2020 Teacher of the Year Application Information

Section 3: School Information
Section 4: Resume
Section 5: Professional Biography
Section 6: Response Questions
Section 7: Three Recommendation Letters
Section 8: Demographic Information (will not be given to the selection committee)**

Incomplete application packets and late submissions will NOT be considered for the WTOY or NTOY award. Please note sections that go over the maximum word/page requirement may lose points.

Additional information will be requested of the WTOY for the submission of the NTOY application. The WDE TOY Coordinator will reach out for this information once the WTOY is selected.

*If you or your district is unable to submit the application electronically, you must let the WDE TOY Coordinator know prior to the application deadline to make other arrangements.

**The WTOY will be selected without regard to race, color, religion, sex, or national origin, and will not be discriminated against on the basis of disability.

DTOY Payment Process

Unfortunately due to budget cuts only the top three (3) candidates will receive a monetary award*. The TOY Coordinator will contact the top three candidates for required paperwork to complete the payments.

*Award amounts are contingent upon the availability of state funding.

WTOY Selection Process

All DTOY applications received by the deadline will go to the WDE selection panel for review. Scoring of each application will be based on this [rubric](#). The selection panel will individually score each application. The top five (5) applications will become finalists.

The five (5) finalists will be schedule for virtual interviews where the entire selection panel will ask questions about their teaching style and practices. The questions for this interview will **NOT** be given out ahead of time.

The top three (3) finalists will submit a video of themselves teaching with the guidelines listed below. *Please note that this step is only for those who make it to the top three (3) finalists.*

The selection panel will score both the finalist videos and interviews individually. Scores will be combined to select the Wyoming Teacher of the Year. If there is a tie, the selection panel will

2020 Teacher of the Year Application Information

meet to discuss and select a winner as a team.

Finalist Teaching Video

The top three finalists will be required to submit a video of themselves teaching. The video should demonstrate the teacher's instructional ability. Videos will be scored by the selection panel using this [rubric](#).

Teaching Video Lesson

- The video should not exceed 30 minutes in length.
- Videos may be edited.
- Begin the video stating the lesson objective and expected outcomes.
- Showcase a segment where student learning is maximized.
- Include evidence of teacher instruction and student work.
- Include the lesson closure.
- Have fun!

Video Lesson and Upload

- Before filming, collect student video waivers to keep on file at the school.
- Identify someone with suitable videotaping skills (ask your IT or communications Department for help).
- Conduct a trial run, if possible, to test audio and video quality.
- Create the video, edit, and upload the video, preferably to YouTube. (Be sure video link is marked private. It is encouraged to have a friend test the link before submitting.)
- Submit the link to the WDE TOY Coordinator at robin.grandpre1@wyo.gov.

NTOY Application and Necessary Approvals

If selected as the WTOY, the following process and approvals are required for the NTOY application:

1. The WDE TOY Coordinator will reach out to the WTOY to update any needed information for the NTOY application.
2. The WDE TOY Coordinator will complete the electronic NTOY for the WTOY.
3. The WDE TOY Coordinator will send an acknowledgement and electronic signature request to:
 - a. the State Superintendent of Public Instruction
 - b. the WTOY District Superintendent
 - c. the WTOY Principal
4. The WDE TOY Coordinator will send a copy of the entire application packet for review by the WTOY awardee. The WTOY will need to thoroughly read and review the application. The WDE TOY Coordinator will make any revisions requested. Once the WTOY has approved the final application packet, the WTOY will electronically sign off.
5. Once all necessary approvals have been received, the WDE TOY Coordinator will submit the NTOY application.

2020 Teacher of the Year Application Information

Timeline and Selection Process

Timeline	Description
A deadline <u>established by your local school district</u>	Complete any needed paperwork required by your district to apply for the Wyoming Teacher of the Year. The DTOY must be approved by the District Superintendent.
June 14, 2019	Each DTOY submits the <u>online application</u> to the WDE. All applicants become candidates for the WTOY award.
June 15 through September 2019	WDE Team moves through its selection process for WTOY.
No later than October 2, 2019	Each participating district announces its DTOY awardee. The local school district may choose to announce its DTOY <u>any time before this date but no later than this date</u> . <i>Please note: a DTOY that becomes a finalist for WTOY will be notified sometime between June and July.</i>
No later than October 9, 2019	2020 WTOY is announced by the WDE.
November 2019	Monetary awards for the top three (3) DTOYs finalists are processed*
October 31, 2019	Application for the National Teacher of the Year (NTOY) award is due. <u>This is submitted by the WDE on behalf of the WTOY.</u>
December 2019	The National Selection Committee moves through its selection process for NTOY and selects the top four finalists.
December 2019	Four NTOY finalists, their state superintendent, and state teams of the four states selected will be notified by the Council of Chief State School Officers (CCSSO).
February 2020	The four NTOY finalists will be brought to Washington, D.C., where they will meet with the Selection Committee in a variety of situations, including individual interviews.
April/May 2020	The 2020 National Teacher of the Year will be announced and honored in Washington, DC.

**Award amounts are contingent upon availability of state funding.*

2020 Teacher of the Year Application Information

The following pages contain an outline of the information required for the online application. Please note that **ONLY** electronic submissions will be accepted unless pre-arranged with the WDE TOY Coordinator prior to the submission deadline.

It is recommended that you keep a Word or Google Doc copy of the application in case you encounter issues with the electronic submission process. If issues arise, please contact the WDE TOY Coordinator for assistance.

2020 Teacher of the Year Application Information

2020 Wyoming Teacher of the Year Application

Section 1: Teacher Information

Full Name	
Preferred Name	
Personal Address (ex. 1408 Teacher Lane, Cheyenne, WY 82002)	
Personal Phone Number	
Personal Email <i>*The NTOY program coordinators will correspond with you using your personal email due to security and spam filters on school and district emails. Please be sure it is up to date!</i>	
Work Phone	
Work Email	
Subject Area(s) Taught	
Grade Level Taught	
Years in Current Position	
Total Years in Education	

Professional Association Memberships*

- ☐ NEA (including state and local affiliates)
- ☐ AFT (including state and local affiliates)
- ☐ ASCD
- ☐ National Council of Teachers of English
- ☐ National Council of Teachers of Mathematics
- ☐ National Science Teachers Association
- ☐ National Association for Music Education
- ☐ Other
- ☐ Other
- ☐ Other
- ☐ None of the Above

2020 Teacher of the Year Application Information

I am a National Board Certified Teacher.*

- ☐ Yes
- ☐ No
- ☐ In progress

** Information is not shared with the selection committee.*

Section 2: District Information

District Name	
District Superintendent Name	
District Superintendent Email	
District Address (ex. 1408 District Lane, Cheyenne, WY 82002)	
Will you remain in the same District for the 2020 TOY term?	

Section 3: School Information

School Name	
School Principal Name	
School Principal Email	
School Address (ex. 1408 School Lane, Cheyenne, WY 82002)	
School Phone Number	

School Type*

- ☐ Traditional Public School
- ☐ Charter Public
- ☐ Private
- ☐ Other

School Location*

- ☐ Rural
- ☐ Suburban
- ☐ Urban

2020 Teacher of the Year Application Information

☐ Other

** Information is not shared with the selection committee.*

Section 4: Resume

Please attach your resume to accompany the application. PDF File format preferred, Word or Google Doc accepted. **Resumes should not exceed two pages, formatted no less than 10 point font, double-spaced with ½ inch margins.** Please save your resume as follows:

LastName_District_Resume

Required categories are as follows:

- Education
- Certifications
- Work Experience
- Leadership Experience
- Awards & Other Recognition

Section 5: Professional Biography

Write your professional biography in **3rd person**, as this will be used in promotional materials for WTOY and NTOY speaking opportunities and engagements. By completing this section, you agree that your biography and headshot* can be used in WTOY and NTOY materials (**maximum 250 words**).

In your bio, please include the following items:

- The grade level and subject you currently teach
- The school in which you currently teach, including city and state
- All degrees you hold include the institution where they were received (i.e., Bachelor of Science in Finance from the University of Connecticut)

In your bio, please adhere to the following style guidelines:

- Spell out your degrees (i.e., Bachelor of Art not BA)
- Only capitalize a subject area when it's a language (i.e., capitalize English but not calculus)
- Use your first and last name in the first reference, but your last name only on second and subsequent references Spell out all acronyms the first time they are used

*Headshot will be collected from the WTOY once selected for the NTOY application.

Section 6: Response Questions

Respond to the following questions, highlighting your personal story, and why you believe you should be the 2020 Wyoming Teacher of the Year. Please indicate evidence of student

2020 Teacher of the Year Application Information

impact. Do **NOT** include external links. Maximum word counts are indicated in parenthesis. Each question refers back to the aligned criteria on page 2.

1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? How did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? (*maximum 750 words*)
2. Describe a project or initiative you have been involved in which contributed to the improvement of overall school culture. What was your role, how did you collaborate with others, and what is the status of this project today? Please include evidence of student impact. (*maximum 500 words*)
3. How do you ensure education transcends the classroom? Describe specific ways in which you deliberately connect your students with the community. Please include evidence of student impact. (*maximum 500 words*)
4. What do you consider to be a major public education issue today? Describe how you demonstrate being a lifelong learner, leader, and innovator about this issue, both in and outside of the classroom walls. (*maximum 500 words*)
5. As the 2020 Wyoming Teacher of the Year, you serve as a spokesperson and representative for all teachers and students. What is your message? What will you communicate to your profession and to the public? (*maximum 750 words*)

Section 7: Letters of Recommendation

Attach three (3) letters of recommendation that support why you should be the Wyoming Teacher of the Year. At least one of these must be a recommendation from a parent, colleague, administrator, or student. (*maximum one page per recommendation*).

Please save your letters as follows:

- LastName_District_Recommendation1
- LastName_District_Recommendation2
- LastName_District_Recommendation3

2020 Teacher of the Year Application Information

Submission Instructions

The application ***in its entirety*** must be electronically submitted on or before the **Friday, June 14, 2019** deadline.*

The WDE TOY Coordinator will submit the WTOY's application to CCSSO for consideration of the NTOY award no later than **November 2, 2019**.

*If your district is unable to submit the application electronically, you must let the WDE TOY Coordinator know prior to the application deadline for other arrangements to be made.

WDE Contact Information

For questions about the Teacher of the Year Program, please contact:

Robin Grandpre

WDE Teacher of the Year Coordinator

Email: robin.grandpre1@wyo.gov

Phone: (307) 777-5315